

**Meter Installation/Removal Notification (MIRN) Arizona Form Overview**  
**Direct Access to Bundled Service – Process # 2**  
**Sample – proposed changes for 10/25/00**

The MIRN was developed by the ACC ~~p~~Process ~~s~~Standardization ~~w~~Working ~~g~~Group (PSWG) and is subject to change based on future work by the PSWG.

The MIRN form is used to communicate meter installation/removal information.

The ~~UDC and~~ESP and MRSP must receive a completed MIRN anytime meter activity is performed. The completed MIRN must be received within 3 working days of the meter install/removal.

### General Instructions

1. UDC will ~~C~~complete the MIRN form with the information collected at the meter install/removal time for each meter located at the site.

~~2.UDC will contact the MSP and ESP via e-mail immediately for missing or incomplete data.~~

~~3.MSP must respond and/or acknowledge to UDC and ESP via e-mail any discrepancies within 1 working day of the notification~~

~~4.The UDC will notify the ESP and MSP of MIRNS not received 3 working days after the scheduled install/removal date.~~

5.2. MSP-UDC must return the completed MIRN to the UDC-ESP or provide a Meter Data Communication Request (MDCR) with a reschedule /unschedule date within 1 working day of the scheduled meter exchange date. ~~above notification.~~

~~6.MSP must return removed UDC meters to the UDC within 15 days of removal.~~

3. Unless mutually agreed upon, UDC will return the meter within 15 workdays of the removal. UDC will contact the ESP to determine if the meters will be shipped or picked up.

### File Naming Convention

#### MIRNYYYYMMDDSENDERRECEIVER--S.xls

<b>MIRN</b>	Type of form being sent
<b>YYYY</b>	Year
<b>MM</b>	Month
<b>DD</b>	Day
<b>SENDER</b>	Acronym for market participant sending MDCR
<b>RECEIVER--</b>	Acronym for market participant receiving MDCR
<b>S</b>	Sequence (1, 2, 3, etc.) to support multiple files sent on a single day from the same "Sender" to the same "Receiver"

### File name examples:

MIRN20000626APSNWE1.XLS  
MIRN20000626APSNWE2.XLS  
MIRN20000626APSESSRP1.XLS